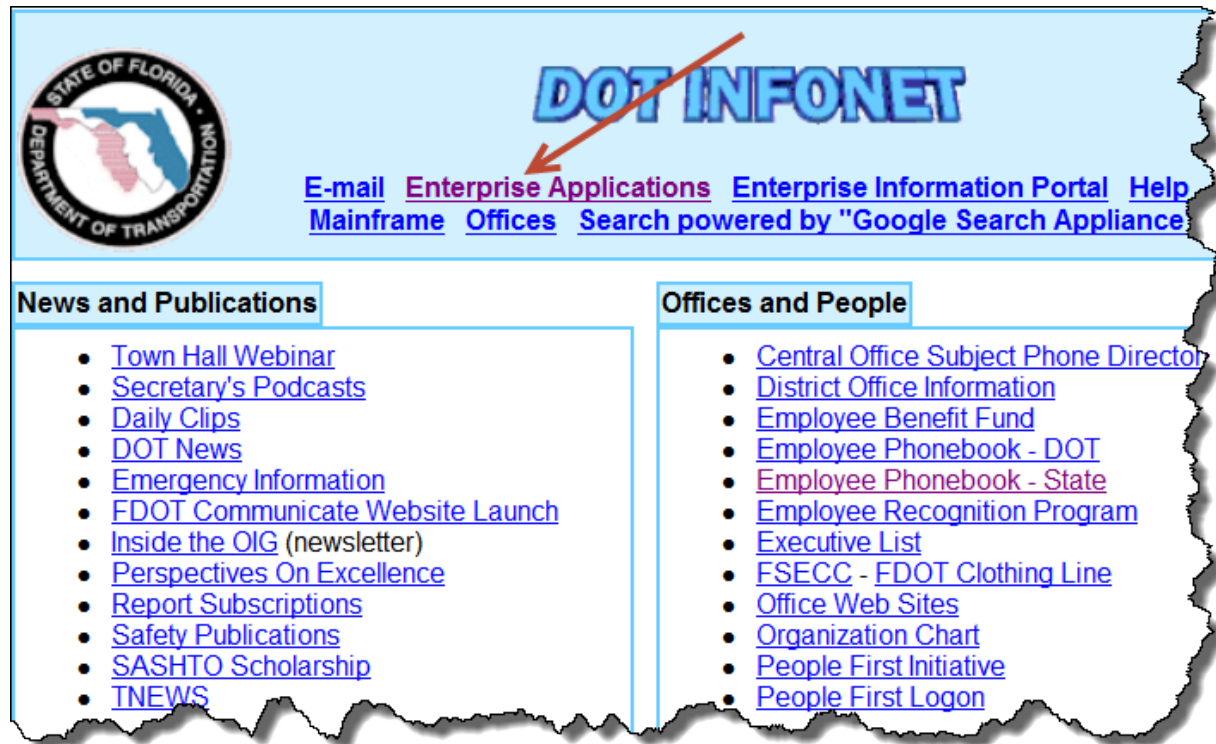
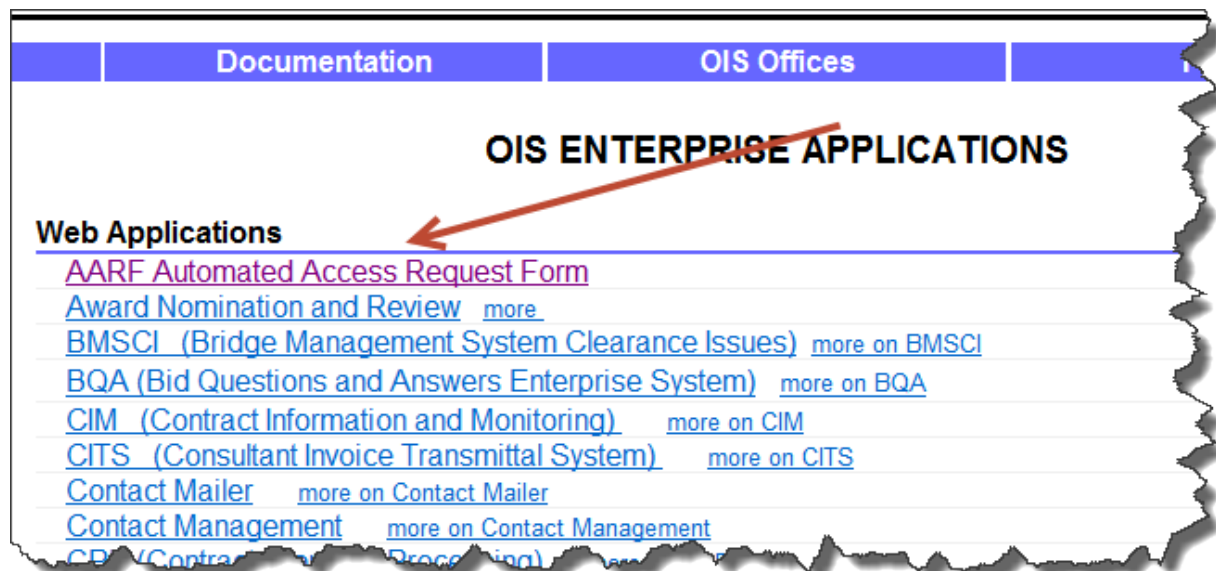


Requesting a Digital Certificate through AARF

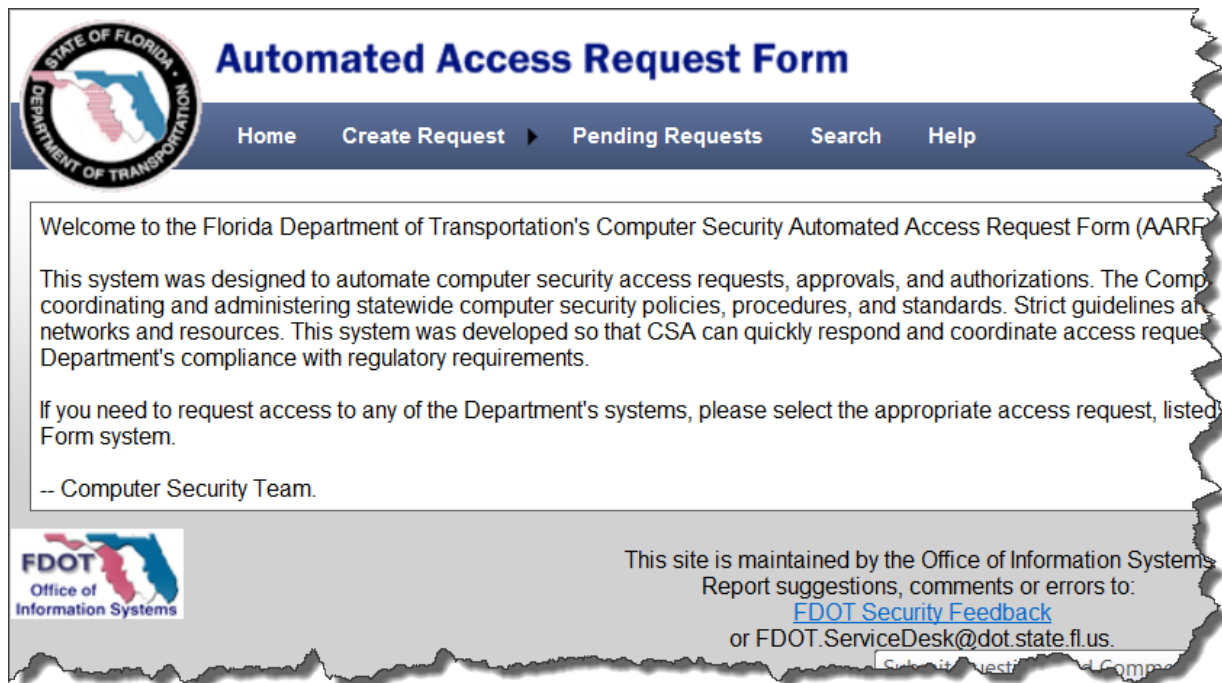
1. Start at the **DOT Infonet page**. Select **Enterprise Applications**.



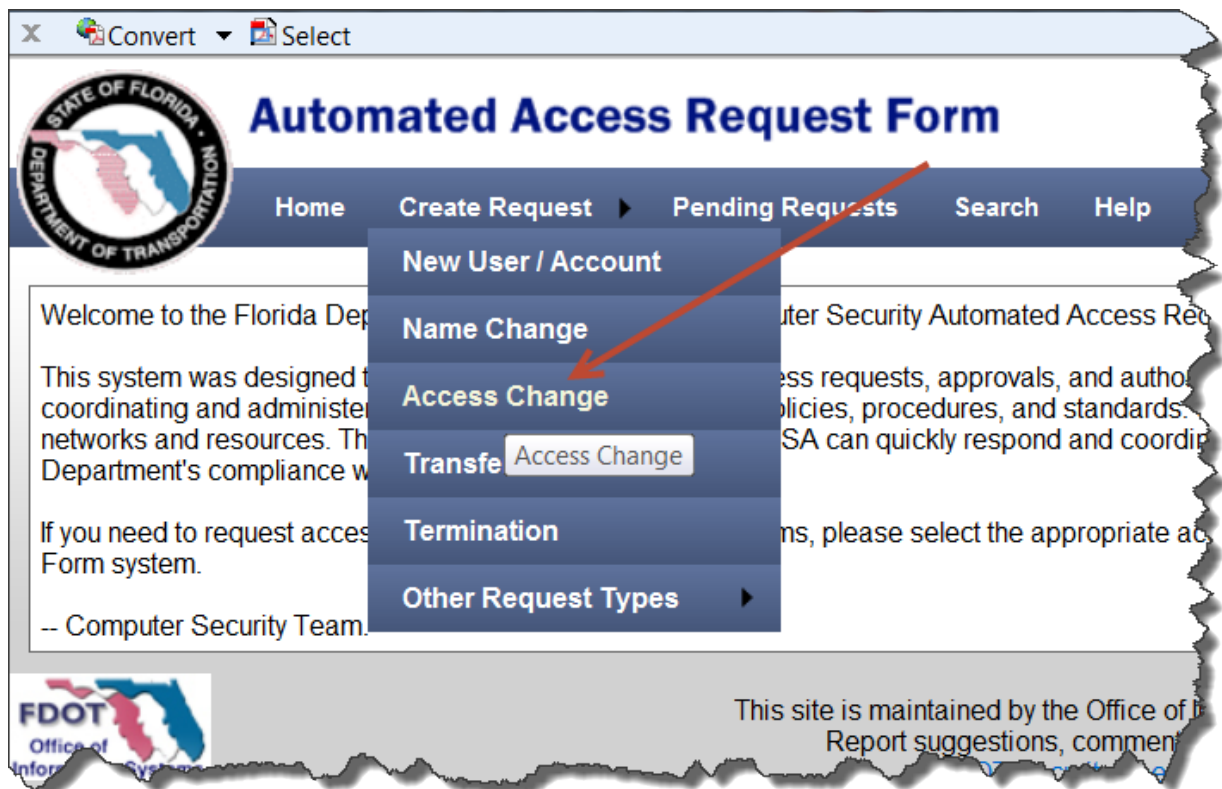
2. Once the page is displayed, select **AARF Automated Access Request Form**.



3. The AARF Home page will be displayed.



4. Hover over **Create Request** from the menu bar at the top and select **Access Change**.



5. Type in the userid and click on **Find**. You can also type in a first and/or last name to search for the employee's AARF record.

Automated Access Request Form

Home Help

Selected Request Type: AccessChange for

* Required Field

[Request/Person Information](#)

Request:

Select Existing AARF User:

First Name:

Last Name:

OR UserID:

User:

[Request Summary](#)

6. You must select **USE** for the employee that is requesting the certificate.

Automated Access Request Form

Home Help

Selected Request Type: AccessChange for

* Required Field

[Request/Person Information](#)

Request:

Select Existing AARF User:

First Name:

Last Name:

OR UserID:

Name	User ID	Email
Use Kathy Lovett	CN982KL	kathy.lovett@dot.state.fl.us

User:

[Request Summary](#)

7. The employee's information will be displayed. The **Effective Date** is automatically populated with the current date but you can change it if needed. You will need to fill in the hour and minutes that the change will take effect. Any field with an * next to it is required.



Automated Access Request Form

[Home](#) [Help](#)

Selected Request Type: AccessChange for

* Required Field

[Request/Person Information](#)

Request:

Type of request: Access Change District: Central Office

CC Number: * 982

Effective Date: * 9/25/2013
7 : 00 AM

User:

First Name: * Kathy Last Name: * Lovett

User's Phone: (850) 414 - 4139 Initiator's Phone: * (850) 414 - 4139

User ID: CN982KL Email Address: kathy.lovett@dot.state.fl.us

Account Type: *

- ☒ Employee/OPS ☐ General/Service
☐ Consultant/Contractor ☐ Outside Agency

[Cancel](#) [Continue >](#)

- Click in the box next to the Digital **Signature Certificate** once the list of access items is displayed. Make sure you click on **Continue** at the bottom of the page.

<input checked="" type="checkbox"/> BQA - Bid Q&A Enterprise System	<input type="checkbox"/> EED - Office of Comptroller
<input checked="" type="checkbox"/> CAR - Crash Analysis	<input type="checkbox"/> EED - Office of Comptroller Managers
<input type="checkbox"/> CAR - Crash Analysis & Reporting (Surrogat)	<input type="checkbox"/> EMIS
<input type="checkbox"/> This system allows for the collection of data and reporting automobile crashes throughout the state.	<input type="checkbox"/> EOC - INTERNAL ONLY Equal Opportunity Compliance
<input type="checkbox"/> CIM	<input type="checkbox"/> EOC - (DCCM, RCS, Report)
<input type="checkbox"/> CITS Financial Services Review	<input type="checkbox"/> EOC - (LAP-RCS)
<input type="checkbox"/> CITS OIG View Only	<input type="checkbox"/> EOC - (PRIME Only)
<input type="checkbox"/> CITS Professional Services	<input type="checkbox"/> EOR
<input type="checkbox"/> CITS Project Manager and Approver	<input type="checkbox"/> ESA - Employee Survey Application
<input type="checkbox"/> CLS - Crash Locator System	<input type="checkbox"/> ESIS
<input type="checkbox"/> CPP - Contract Proposal Processing	<input type="checkbox"/> ESIS Test
<input type="checkbox"/> CPQ - Contractor Pre Qualification	<input type="checkbox"/> EXP - EXPEDITE (TRNS*PORT)
<input type="checkbox"/> Contact Mailer	<input type="checkbox"/> FACTS
<input type="checkbox"/> Cost Analysis	<input type="checkbox"/> FAMS - Federal Authorization Mgmt System
<input type="checkbox"/> Density Log (DL) Citrix	<input type="checkbox"/> FDOTracker (District Admin ONLY)
<input checked="" type="checkbox"/> Dial-In (RAS)	<input type="checkbox"/> FDOTracker (Employees/Consultants ONLY)
<input type="checkbox"/> Digital Signature Certificate	<input type="checkbox"/> FDOTracker (Operations Admin ONLY)
	<input type="checkbox"/> FIRM - Facilities Inv Rept & Maint
	<input type="checkbox"/> FLAIR

9. Make sure the **Supervisor** for the employee is correct. Click on **Continue**.

STATE OF FLORIDA - IN
DEPARTMENT OF TRANSPORTATION

Automated Access Request Form

[Home](#) [Help](#)

Selected Request Type: AccessChange for

* Required Field

[Request Routing Information](#)

Supervisor*: Douglas T Martin(CO\CN982DM) [Change](#)

Cost Center Manager*: David A Sadler(CO\CN982DA)

Security Coordinators:

Coordinator Name
Kathy Lovett(CO\CN982KL)

Cancel **< Previous** **Continue >**

[Request Summary](#)

10. If you get the message **You have one or more Addendums selected in this Request that must be completed**, click the **Next** button.

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

Automated Access Request

[Home](#) [Help](#)

Selected Request Type: AccessChange for

* Required Field
You have one or more Addendums selected in this Request that must be completed.

Click the "Next" button to complete the supplemental Addendum information.

[Cancel](#) [< Previous](#) [Next >](#)

[Request Summary](#)

11. Fill out any addendum data needed and click on **Continue**.
12. The final step is to click on **Approve and Submit to Supervisor**.

[Request Routing Information](#)

Supervisor*: Douglas T Martin(CO\CN982DM)

Cost Center Manager*: David A Sadler(CO\CN982DA)

Coordinator Name
Kathy Lovett(CO\CN982KL)

[Add Justification \ Special Instructions](#)

[\[Attach Printed Form\]](#)

[Cancel](#) [< Modify Request](#) [Approve and Submit to Supervisor](#)

[Request Summary](#)

13. The request will be sent to the supervisor of the individual requesting the certificate. Once the supervisor approves the request, AARF will send it to the cost center manager. Once the cost center manager approves the request, AARF will send it to the security coordinator for final approval. Once all approvals are complete, the Office of Information Systems will issue the voucher so you can purchase the digital certificate from IdenTrust. The voucher issuance can take up to 48 hours.